

Annual Mobility Grants 6th Call

2023

Applicants Guidelines

Regulation

Created in 2001, the Network of European Royal Residences aims to foster synergy among its members, bringing together more than 100 Palace-Museums in 13 countries in Europe.

In order to encourage the exchange of good practices between residences, the Network developed in 2018 a **mobility grant program**. The grant is considered to be an aid to mobility and to give an unique opportunity to be hosted in another royal residences for some days and to temporarily become part of their team.

In 2023, **20 grants of maximum 1,000 euros** will be granted to professionals working in member residences

1 / WHO, WHAT

All trades in the Royal residences are eligible for these grants: curators, conservators, researchers, restorers, gardeners, educators, fundraising, development, public services and communication department staff, and all other professionals and employees of historic royal residences involved in the implementation of the institution's mission.

Priority will be given to applications highlighting professional's exchanges, interaction with counterparts, aiming professional capacity development rather than applications with academic / research objectives.

2 / DURATION

The duration of the stay is flexible and should be set between the candidate, their institution and the host institution.

Mobility periods are "short", ranging from one week to two-three weeks, in the frame of working assignment. Nevertheless, priority will be given to mobility period corresponding at least at 5 working days

3 / COSTS SUPPORTED BY THE GRANT

Each selected grantee receives a grant of **maximum € 1,000**.

This grant is considered to be **an aid** to mobility. Therefore, it might not cover the entire cost. Depending on the duration of the stay and the host country, the grantee must take into account that part of the cost will not be covered by the grant.

This grant must be used to pay costs directly related to the mobility trip (example: transport, accommodation, local transportation, catering, bank charges, etc). Thanks to note that all the


costs must be in the most reasonable level. You can find a list of rates per diem by countries on the website of the Network of European Royal Residences in order to have estimation.

Please note that the organization of your trip (flights, accommodation, insurance if necessary, etc) is not undertaken by the Network of European Royal Residences and all logistical aspects are directly managed by the grantee.

4/ PAYMENT OF THE GRANT

The grant will be transferred to the winner in two steps with a pre-financing, intended to provide winners with a float, and a final payment.

- **A pre-financing payment** corresponding to 60% of the total grant maximal amount, either 600 euros, will be transferred to the winner within 30 days after the official publication of the results.
- **A final payment**, corresponding of the rest of grant (up to a maximal amount of 1000 euros) will be transferred to the winner within 30 days after the submission of the financial breakdown. The final payment, relative to the real costs, will reimburse a part of these costs.

Example 1	Pre-financing	Real cost of the mobility		Final payment	TOT 750,00
	600 euros	750 euros		150 euros	
In case of Costs not exceeding the grant of 1000,00 euros	Delivered BEFORE leaving	Costs declared in the financial breakdown		Delivered AFTER the submission of the financial breakdown	

Example 2	Pre-financing	Real cost of the mobility		Final payment	TOT 1000,00
	600 euros	1250 euros		400 euros	
In case of Costs exceeding the grant of 1000,00 euros	Delivered BEFORE leaving	Costs declared in the financial breakdown		Delivered AFTER the submission of the financial breakdown	

To note:

The financial report and the final report must be sent by grantee to the Network of European Royal Residences within **1 month following** the end of the mobility trip, under penalty of refunding the grant. Moreover, without the submission of the two reports, the final payment will not be transferred to the winner.

4 / SELECTION PROCEDURE

The steering committee is composed of 4 people and elected during the General Assembly. The steering committee for the 6th call is composed of:

1. Ms. Elzbieta Grygiel, Communication Department Manager / Museum of King Jan III's Palace at Wilanów, Poland
2. Ms. Gabriele Horn, General Direction / Prussian Palaces and Gardens Foundation Berlin-Brandenburg, Germany
3. Christina Schindler, Marketing, Product Manager / Palace of Schönbrunn, Austria
4. Karina Marotta, adviser at the presidency cabinet / Patrimonio Nacional, Spain

In case of application from an institution represented by a member of the steering committee, the latter will not evaluate this application and will be replaced by a member of the secretariat.

Assessment criteria:

- Quality and pertinence of the mission / 10 points
- Motivation / 10 points
- Adequacy between the candidate's job and the mission / 10 points

All the results are collated and the total score of each applicant is calculated. Each application receives a mark out 120.

Selection:

Grants will be delivered to the first 20 applications reaching a score equal or higher than 90/120. To note: If the **steering committee** estimates that the level of applications is not high enough, it reserves the right to not deliver the 20 grants in totality.

5 / COMMUNICATION AND FEEDBACK

Each applicant commits to keep informed his official contact person in his institution during all the application process. If the grant is accepted, each winner commits to keep informed his official contact person before and after his mobility. The contact person, key element of the relationships between the network and his institution, has to be informed.

The results of mobility program will be communicated on the website of the Network. Short descriptions of each granted project (internship) will also be published, ex-post, on the basis of a report submitted by the grantee (description of goals and results).

Each winner will receive communication guidelines aiming to increase the visibility of the programme and to create a sense of sharing the same experience across Europe. Each winner commits to respect those guidelines.

Each winner commits to give a feedback of its internship in its institution (team, colleagues, manager, contact person etc). This program aims to share knowledge, experiences, etc. Each winner commits to answer to surveys that the Network could send after mobility which allow to analyze and to constantly improve the program of Mobility Grants.

HOW APPLY? –APPLICATION PROCEDURE

WHO	WHAT	NOTES
APPLICANTS	Pre-filling of the application form <i>(the pre-filling of this form has the role of a CV and motivation letter)</i>	Each applicant is invited to make researches about the potential "host institution", give a majority of details about their jobs, aims, etc. <i>(applicant can contact the host institution by another way but has to follow the whole procedure and send to the Secretariat the pre-filled application form)</i>
	Send of the pre-filled application form	Before 17 February 2023 To residencesroyales@chateauversailles.fr <i>(Some institutions could not be able to host professionals for any reasons Do not hesitate to send your pre-filled application form <u>in advance</u> to have time for modifying your host institution if necessary)</i>
SECRETARIAT	Collect of the pre-filled application forms	
	Send of all the pre-filled application forms to each concerned member (with contact person in copy).	Requested host institution (director and contact person) will receive all the application forms in one shot. <i>(If the applicants already contacted the host institution by another way, thanks to inform the Secretariat while sending the document)</i>
REQUESTED HOST INSTITUTION	Evaluates and inform each applicant	Both positive and negative, before 31 March 2023
APPLICANTS	Define the framework of the mission with the host institution: potential dates, objectives of the mission, department, etc in order to entirely fill out the application form	In case of agreement of the requested host institution and with its support and indications <i>(in case of problem, non-answering institutions, etc, you can contact the Secretariat. In order to be efficient, thanks to check the deadlines and to contact the Secretariat in advance)</i>
	Complete the application form	
APPLICANTS	Send the application form	Before 5 May 2023 to residencesroyales@chateauversailles.fr
SELECTION COMMITTEE	Evaluates all the application forms	End of May 2023. <i>In case of application from an institution represented by a member of the steering committee, the latter will not evaluate this application and will be replaced by a member of the secretariat</i>
SECRETARIAT	Communicate the results	End of May 2023
SECRETARIAT	First bank transfer to the winners	Within 30 days after the publication of the results. Pre-financing of 600 euros
MOBILITY PERIOD From June 2023 to December 2023		
GRANTEE	Send the financial breakdown and the final report	to residencesroyales@chateauversailles.fr Maximum 30 days after its return
SECRETARIAT	Second bank transfer to the winners	Final payment according the real cost declared in the financial breakdown

To note:

- The application form must be filled in English, irrespective of the working language
- To ensure a smooth process, don't wait the final deadlines to send your documents or ask support
- Don't hesitate to consult the FAQ. You will find additional information to help you filling your application form
- Please note that your application is officially registered only when you receive a confirmation email of the Secretariat of the Network of European Royal Residences

An explanatory diagram of the application procedure is available in annex 1.

DURING THE MOBILITY PERIOD

A **certificate of attendance** will be required and must be signed by the grantee and the host institution.

The Network of European Royal Residences is not responsible for any conflicts or logistical problems that the applicant may meet during the mobility period.

AFTER THE MOBILITY PERIOD

A **mobility certificate** will be issued by the Network of European Royal Residences to each participant, once all documents and receipts have been submitted.

Documents to be provided by participant to the secretariat within 1 month following the end of the mobility period:

- Certificate of attendance
- Final Report, including pictures
- Financial Breakdown, with copies of receipts in your name (accommodation, international and local transportation costs, etc)

To note:

Thanks to respect the criteria of the final reports (particularly the number of words). The final report is the real testimony of your mobility and is very useful to evaluate the benefits of the program. Moreover, be sure to have the necessary authorization for the pictures as they will be published on social media and shared with the public. Please note that if the criteria of the final report are not respected, the final payment will not be transferred to the winner. Moreover, please note that your report will presented to all the members of the Network.

Annex1/ Explanatory diagram of the application procedure for new applicants

